

DRIVER

DEFINITION: Under general supervision, performs work of routine difficulty driving a passenger or cargo van to transport passengers or make deliveries; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Transports passengers to specified locations; assists with loading and unloading passengers; picks up and delivers materials and supplies to designated office/business; verifies and prepares pick up and/or deliveries; complies with all applicable traffic laws and regulations and program policies and procedures; maintains and ensures safety and comfort of passengers.

Performs routine inspection of van; performs preventative maintenance and minor repairs; reports any problems or repairs needed; maintains trip log by recording travel mileage, fuel and maintenance expenses; cleans and washes vans; may conduct and participate in safety drills and presentations; attends meetings; prepares required reports.

In addition to the above, may assist in preparing, serving and delivering meals to client's homes; may assist with intake and referrals.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of operation and preventative maintenance on a passenger or cargo van.

Knowledge of federal, state and local traffic rules and regulations.

Knowledge of occupational safety and health rules and regulations.

Knowledge of transporting passengers.

Knowledge of customer service and public relations practices.

Knowledge of geographical area and map reading.

Knowledge of maintaining records, reports and logs.

Skill in safely operating and transporting passengers.

Skill in safely and accurately picking up and delivering a variety of goods, materials and supplies.

Skill in accurately maintaining records, files and logs.

Skill in performing preventative maintenance on assigned vehicles.

Skill in utilizing customer service techniques when responding to inquiries, requests and complaints.

Skill in establishing and maintaining effective working relationships.

Ability to follow oral and written instructions.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires constant lifting, moving, carrying and transporting goods and supplies weighing up to 25 pounds; or assisting elders and disabled into and out of transport vehicles.

MINIMUM QUALIFICATIONS:

- One (1) year of experience in driving a van, delivery van or light truck. Must have a clean driving record for the past five (5) years.

THE NAVAJO NATION

Class Code: 4144
General Services and Maintenance Series
Labor and Equipment Operations Group
Overtime Code: Non-Exempt
Pay Grade: 57

DRIVER

PREFERRED QUALIFICATIONS:

- A high school diploma or GED.
- Two (2) years of experience in driving.
- Commercial Driver's License (CDL).

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.
- Pass a physical examination.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit and a Cardiopulmonary Resuscitation (CPR) Certificate within 90 days of date of hire. Some positions require additional certifications to be obtained within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.